

**BLANC &
FISCHER**

C O R P O R A T E
S E R V I C E S

**BLANC &
FISCHER**
CORPORATE
SERVICES

User manual - Supplier Portal





SAP NetWeaver

User: *

Password: *

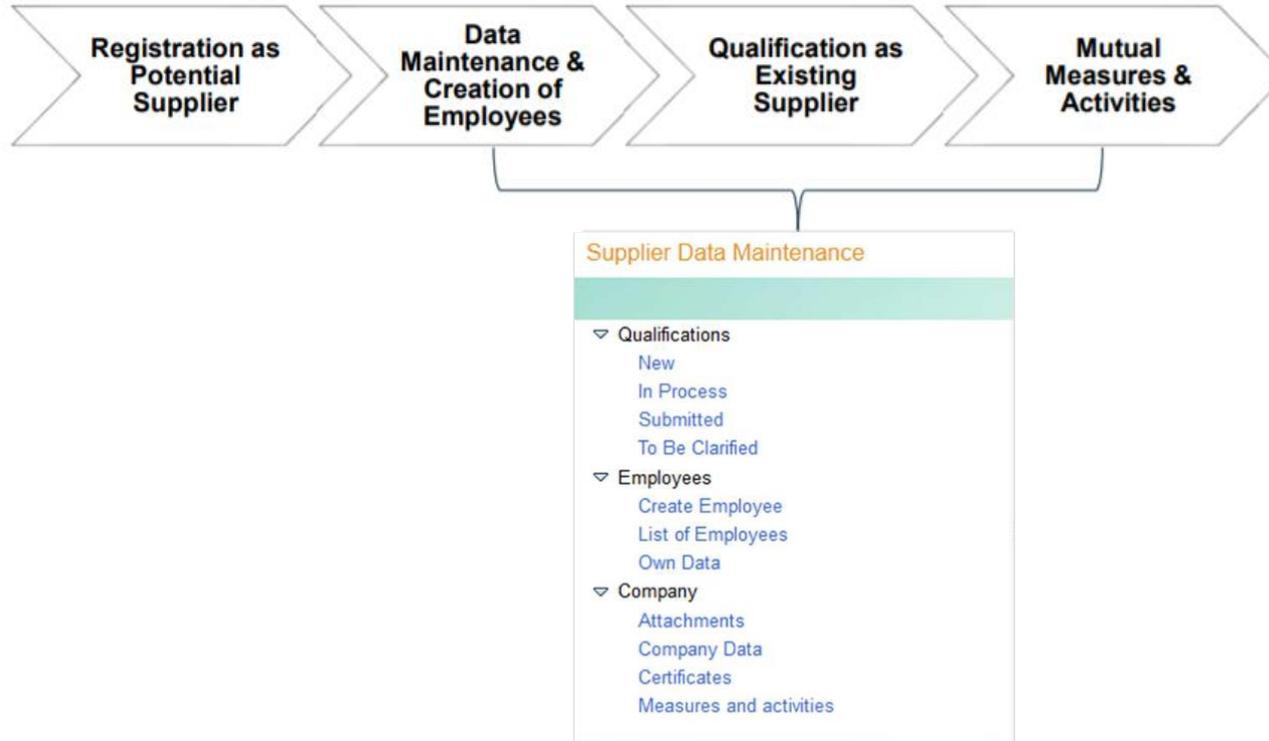
Language:

Accessibility

[Change Password](#) [Forgot your password?](#)

Copyright © 2021 SAP SE. All rights reserved. 

- To sign into the supplier portal, please enter your user ID and password and confirm with „Login“



Qualifications – NEW (1/7)

Qualifications

New

In Process

Submitted

To Be Clarified

- Under „New“ you will find the list of new qualification requests that were sent to you by the purchaser

Start Page > List of New Qualifications

List of New Qualifications

Refresh

Name	Created On	Deadline	Status
Supplier self provided information	07.08.2014	07.08.2014	New

- Under „New“ you will find the list of new qualification requests that were sent to you by the purchaser
- If the deadline for the qualification response is about to expire, a reminder will be sent to you via e-mail a day before
- Simply click on the qualification request to answer it

Qualifications – NEW (2/7)

- Open the qualification request, follow the different sections of the questionnaire and answer the questions
- Do not forget to save your answers
- In order to upload attachments (e.g. a code of conduct or certificates), just click on the following symbol, search for your files and complete the process via the „Upload“ button



Add Attachment

File Name: Keine Datei ausgewählt

File Description:

- All data types (up to 40 MB) are allowed, except for .MSG, .XLSM, .DOCM and .EXE

Qualifications – NEW (3/7)

- In the case of certificates, also enter the issuer of your certificate and the validity with the help of the calendar function



- The comment box can be used for manual entries if required
- Finally, agree to the data privacy statement, which can be accessed via the blue link and submit your qualification response to the purchaser

Supplier Self Provided Information

Previous Next Display Save Close

Qualification: Supplier Self Provided Information Response Status: New
Supplier: Test AG Deadline: 12.11.2014
Submission Date: -

2 3 4 5 6 7 8

General Information Certified QM System Non-Certified QM System Certified EM System Non-Certified EM System Logistics Risk Management

Introduction

* Fields marked with an asterisk are mandatory

The questionnaires can be answered in the following languages:

Language: English ▼

Previous Next Display Save Close

Qualifications – NEW (5/7)

1 General Information

Information on the company

1.1 Does a code of conduct exist in your company?

Yes
 No
 Not Applicable

 File Name File Description
To add attachments, click the icon "Add Attachment"

1.2 Which countries do you already supply?

Japan
 China
 USA
 Europe
 Africa

1.3 Which industries do you already supply?

White Goods
 Automotive
 Telecommunication
 IT
 Consumer

Previous **Next** Display **Save** Close

Add Attachment

File Name: **Durchsuchen...** Keine Datei ausgewählt

File Description:

Upload Cancel

Qualifications – NEW (6/7)

1 Quality Management

1.1 Does your company have the certificate DIN EN ISO 9001 for Quality Management?

Yes
 No
 Not Applicable

Valid Until: Issued By:

File Name File Description
To add attachments, click the icon "Add Attachment"

1.2 How long are your archiving periods?

5 - 10 years
 20 - 30 years
 0 - 5 years

1.3 Which procedure do you use for first-sampling inspections?*

PPAP
 PPF by VDA
 Others

Previous Next Display Save Close

Add Attachment

File Name: Keine Datei ausgewählt

File Description:

Upload Cancel

Qualifications – NEW (7/7)

1 Risk Management

1.1 Is your company insured for business interruption? (If yes, please add the corresponding amount insured.)*

Yes

No

Comment:

Previous

Next

Display

Save

Close

Data Privacy Statement

Yes, I have read the data privacy statement and accept the terms.

Submit

Qualifications – IN PROCESS (1/1)

Qualifications

New

In Process

Submitted

To Be Clarified

- Under „In Process“ you will find a list of qualification requests that have not been processed completely and therefore have not been sent back to the purchaser as a qualification response

Start Page > List of Qualifications **In Process**

List of Qualifications in Process

Refresh

Name	Created On	Deadline	Status	Last Changed By
Supplier self provided information	06.08.2014	06.08.2014	In Process	Anna-Lena Günther

Qualifications – SUBMITTED (1/1)

Qualifications

New

In Process

Submitted

To Be Clarified

➤ As soon as your qualification response is sent to the purchaser, this qualification response will appear in the list of submitted qualifications under „Submitted“

Start Page > **List of Submitted Qualifications**

List of Submitted Qualifications

Refresh

Name	Submission Date	Deadline	Status	Submitted By
Supplier self provided information	07.08.2014	07.08.2014	Submitted	Anna-Lena Günther

Qualifications – TO BE CLARIFIED (1/3)

Qualifications

New

In Process

Submitted

To Be Clarified

- After your qualification response has been sent to the responsible purchaser, your qualification response will be either approved or rejected or sent back to be clarified if it is incomplete or not answered clearly

- The list of qualifications that were sent back to be clarified can be found under „To Be Clarified“ and have to be reconsidered by the supplier

Start Page > List of Qualifications To Be Clarified

List of Qualifications **To Be Clarified**

Refresh

Name	Clarification Requested On	Deadline	Status
Supplier self provided information	06.08.2014	06.08.2014	To Be Clarified

Qualifications – **TO BE CLARIFIED (2/3)**

- When you click on the qualification request that was sent back, you can view the purchaser's message, revise the qualification questionnaire accordingly and respond to the purchaser's message
- Finally, save your entries, go to the data privacy statement and proceed in the same way as before when you were sending your qualification response for the first time

Qualifications – TO BE CLARIFIED (3/3)



Supplier Self Provided Information

Previous Next Display **Save** Close

Qualification: Supplier self provided information

Supplier: TEST AG

Response Status: **To Be Clarified**

Deadline: 06.08.2014

Submission Date: 06.08.2014

Communication with Purchaser

06.08.2014 09:23:02 (CET)

Gesendet von Karoline Koenig (Einkäufer)

Nachricht:

Please check if your company does not have a code of conduct?

Message to Purchaser:

Our company does not have a code a conduct!

Qualifications – CREATE EMPLOYEE (1/4)

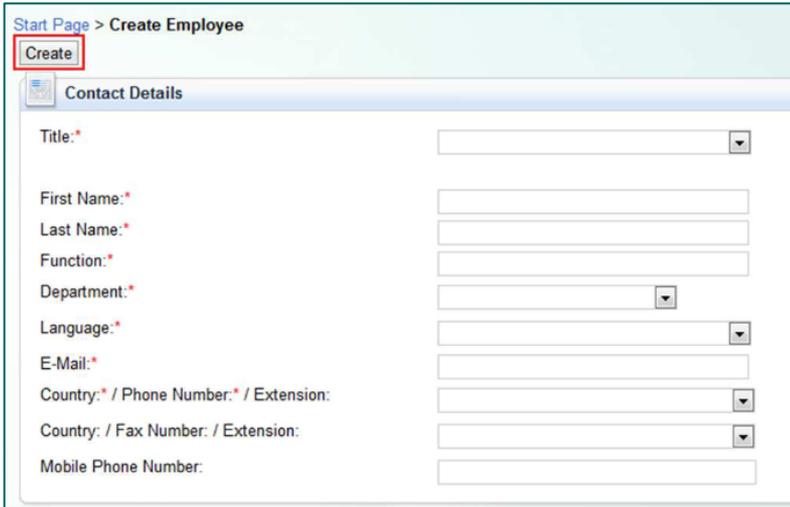
Employees

Create Employee

List of Employees

Own Data

- In order to create further employees, please fill in the contact details under „Create Employee“ and be aware of the mandatory fields*
- As a final step, press the „Create“ button



Start Page > Create Employee

Create

Contact Details

Title:*

First Name:*

Last Name:*

Function:*

Department:*

Language:*

E-Mail:*

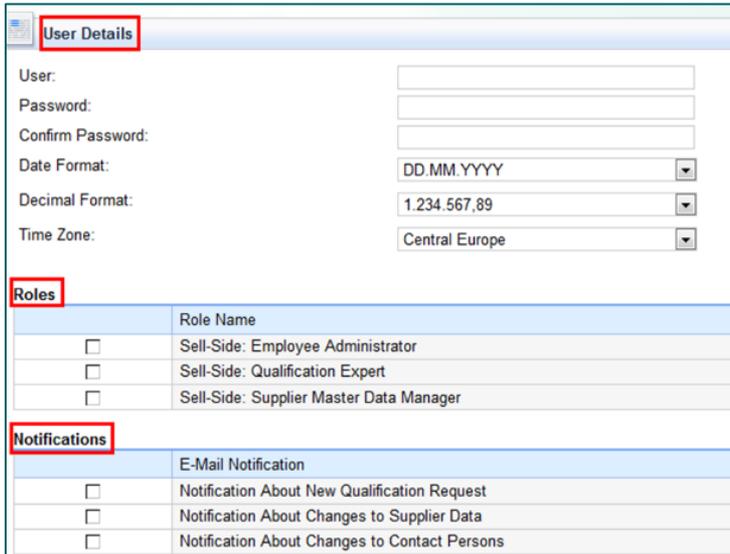
Country:* / Phone Number:* / Extension:

Country: / Fax Number: / Extension:

Mobile Phone Number:

Qualifications – CREATE EMPLOYEE (2/4)

- First of all, newly created employees have to be approved by the responsible purchaser
- Afterwards, roles can be assigned to the newly created employee and the user details can be determined



User Details	
User:	<input type="text"/>
Password:	<input type="password"/>
Confirm Password:	<input type="password"/>
Date Format:	DD.MM.YYYY
Decimal Format:	1.234.567,89
Time Zone:	Central Europe

Roles	
<input type="checkbox"/>	Sell-Side: Employee Administrator
<input type="checkbox"/>	Sell-Side: Qualification Expert
<input type="checkbox"/>	Sell-Side: Supplier Master Data Manager

Notifications	
<input type="checkbox"/>	Notification About New Qualification Request
<input type="checkbox"/>	Notification About Changes to Supplier Data
<input type="checkbox"/>	Notification About Changes to Contact Persons

Qualifications – CREATE EMPLOYEE (3/4)

- Depending on the roles you assign to your employees, the user surface of the employee's supplier portal can vary
- In the example below, the newly created employee is only allowed to maintain further employees as it can be concluded from the user surface:



- The following employee roles can be selected:

Role Name on the Sell Side	Function
Employee Administrator	Create employees & maintain their data
Qualification Expert	Answer qualification requests
Supplier Master Data Manager	Maintain & change supplier data

Qualifications – CREATE EMPLOYEE (4/4)

- Furthermore, you can determine what kind of e-mail notifications newly created employees are supposed to receive
- If newly created employees are not or only partly entitled to receive e-mail notifications about transactions in the system, these e-mail notifications will be sent to you as the original administrator
- The following e-mail notifications can be selected:

E-Mail Notification	Description
Notification about new Qualification Request	E-Mail indicating that a new qualification request has entered the supplier portal
Notification about Changes to Supplier Data	E-Mail indicating whether changes to the supplier data have been approved or not
Notification about Changes to Contact Persons	E-Mail indicating whether changes to the contact persons have been approved or not

Qualifications – LIST OF EMPLOYEES (1/1)

Employees

[Create Employee](#)
[List of Employees](#)
[Own Data](#)

- Under „List of Employees“ all the supplier’s employees that have been created can be displayed

Start Page > List of Employees

List of Employees

Actions	Status	Employee Name	User	E-Mail Address
  	Unlocked	Ms. Anna-Lena Günther	ALG	anna-lena.guenther@egoproducts.com
  	Unlocked	Mr. Max Hase	HASEJ	test@test.de
  	Unlocked	Ms. Anna Müller	AMUELLER	karoline.koenig@egoproducts.com

- By using the following symbols, employees can be locked , unlocked , deleted  and copied 

Qualifications – OWN DATA (1/2)

Employees

[Create Employee](#)[List of Employees](#)[Own Data](#)

- Under „Own Data“ the employees‘ contact and user details can be edited

- Mandatory fields are marked with the red star symbol*
- When the data entries are complete, they have to be saved and can be displayed

Start Page > Own Data > Display Employee > Edit Employee

Qualifications – OWN DATA (2/2)



Edit

Contact Details

Title:*

First Name:*

Last Name:*

Function:*

Department:*

Language:*

E-Mail:*

Country:* / Phone Number:* / Extension:

Country: / Fax Number: / Extension:

Mobile Phone Number:

Your
Picture
Here

User Details

User:

Password:

Confirm Password:

Date Format:

Decimal Format:

Time Zone:

Roles

	Role Name
<input checked="" type="checkbox"/>	Sell-Side: Employee Administrator
<input type="checkbox"/>	Sell-Side: Qualification Expert
<input type="checkbox"/>	Sell-Side: Supplier Master Data Manager

Notifications

	E-Mail Notification
<input checked="" type="checkbox"/>	Notification About New Qualification Request
<input type="checkbox"/>	Notification About Changes to Supplier Data
<input type="checkbox"/>	Notification About Changes to Contact Persons

Company – ATTACHMENTS (1/1)

- Company
 - Attachments**
 - Company Data
 - Certificates
 - Measures and activities

- Under „Attachments“ you can upload various files by browsing through your folders and adding the attachment
- All data types (up to 40 MB), except for .MSG, .XLSM, .DOCM and .EXE, are allowed

Start Page > **Attachments**

List of Attachments

Description:

File Name: Keine Datei ausgewählt

Folder Selection:

Status	File Name	Description	Created By	Created On/At	File Size	Folder
Updated	Ekol_Kanban.pdf		SLCRFCMNGT_S	25.06.2014 14:06:20	1039 kB	Contracts - Kanban agreements
Uploaded by purchaser	Avnet_code_of_conduct_english.pdf	Code of Conduct	Anna-Lena Guenther	23.06.2014 10:48:51	219 kB	Code of Conduct
Uploaded by purchaser	attach_10.txt	Test_Code_Conduct	Juanjo Gersol	27.06.2014 10:54:55	1 kB	Code of Conduct
Uploaded by purchaser	Change-Wegweiser.pdf		Patrick Mariman	03.07.2014 12:39:49	526 kB	Code of Conduct



- You can select the folder in which the attachment should be saved for the purchaser if you use the corresponding dropdown menu
- Also add a suitable file description

Qualifications – COMPANY DATA (1/2)

▼ Company

Attachments

Company Data

Certificates

Measures and activities

- Under „Company Data“ your supplier data can be edited such as your address and communication details. Be aware of the mandatory fields*

- After the editing process, your supplier data can be saved and displayed



- Please confirm the actuality of your data once a year

Qualifications – COMPANY DATA (2/2)

Messages

Warning: Please confirm the actuality of your data once a year →

General Company Information

Company Name: * TEST AG

Legal Form: * AG

VAT no.: * XXX

Language: * German

Homepage: * www.test.de

Currency: Algerian Dinar

D-U-N-S Number:

Data Up to date

Your logo here

Address

Country: * Germany

City: * / Postal Code: * TEST 77777

House Number: / Street: * Test

Street 2:

PO Box:

Other Country:

Other City: Postal Code:

PO Box Without Number:

Communication

Phone Number	Extension	Country	Standard Number
XXXXX		Germany	
New Line			
Fax Number	Extension	Country	Standard Number
No result found			
New Line			
E-Mail Address	Standard E-Mail Address		
info@egoproducts.com			
New Line			

Qualifications – CERTIFICATES (1/2)

Company

Attachments

Company Data

Certificates

Measures and activities

- Please upload certificates via the following symbol  in the corresponding certificate category (environmental management and quality management).

Start Page > Certificates

Certificate	Valid To	Expires In	Status	Action
Environmental Management		Mandatory Certificate Missing	●	
Quality Management		Mandatory Certificate Missing	●	

- All data types (up to 40 MB) are allowed, except for .MSG, .XLSM, .DOCM and .EXE
- Certificates that have been uploaded by the supplier in the context of the supplier qualification will also appear under this category
- The certificate status indicates the certificate validity

Qualifications – CERTIFICATES (2/2)

Start Page > Certificates > Upload Certificate

Upload Certificate

Certificates : Environmental Management

Certificate Name:* → Comment:

Issued By:

Valid To:* →  Never Expires

Description:

File Name: Durchsuchen... Keine Datei ausgewählt.

- Browse your files, select the corresponding certificate and press the „Upload Certificate“ button
- Do not forget to fill in the mandatory fields „Certificate Name“ and the validity of your certificate (with the help of the calendar function via the following  symbol)
- One day before your certificates are about to expire, a reminder will be sent to you demanding a renewal of the certificates

August 2014							
	Mo	Di	Mi	Do	Fr	Sa	Su
31	28	29	30	31	1	2	3
32	4	5	6	7	8	9	10
33	11	12	13	14	15	16	17
34	18	19	20	21	22	23	24
35	25	26	27	28	29	30	31
36	1	2	3	4	5	6	7

Qualifications – MEASURES AND ACTIVITIES (1/3)

▼ Company

Attachments

Company Data

Certificates

Measures and activities

- Measures and activities support the mutual communication and the distribution of tasks between supplier and purchaser

- Measures and activities will be created and defined by the responsible purchaser
- Several activities can be assigned to each measure; the suppliers' task is to edit the activities later on
- Activities represent individual tasks that have to be carried out in order to complete a measure
- Project-related attachments can be uploaded; all data types (up to 40 MB) are allowed, except for .MSG, .XLSM, .DOCM and .EXE

Qualifications – MEASURES AND ACTIVITIES (2/3)



Start Page > Measures and activities

Save

Measures

Edit

No. #	Objective	Start date	End date	Responsible	Status	Comments
1000	Quality Improvement	16.09.2014	31.10.2014	Taichi Finaletto	In Progress	Display

Attachments

Add

File Name	Description
ListeGBaktuell.xls	
ÜbersichtderKn.xls	
usermanualsupp.ppt	

Activities

Edit

No. #	Objective	Start date	End date	Responsible	Status	Comments
No result found						

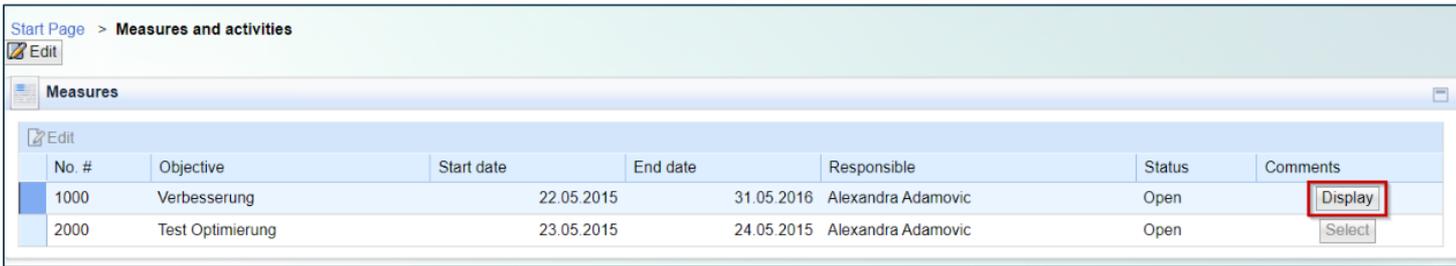
Attachments

Add

File Name	Description
No result found	

Qualifications – MEASURES AND ACTIVITIES (3/3)

- In order to enter a comment, the “Edit” Mode has to be chosen. As a next step, the button “Display” has to be pressed and the following view will pop open:



Start Page > Measures and activities

Edit

Measures

Edit

No. #	Objective	Start date	End date	Responsible	Status	Comments
1000	Verbesserung	22.05.2015	31.05.2016	Alexandra Adamovic	Open	Display
2000	Test Optimierung	23.05.2015	24.05.2015	Alexandra Adamovic	Open	Select

- Now, comments can be entered manually in the row that is marked in the view on the right. As a next step, the letter symbol has to be pressed.
- Consequently, the message to the purchaser will appear in the window. Comments that have been entered by the purchaser, will also appear in this view